

TMCC Subcommittee on Policies & Procedures  
Thursday, Feb. 23, 2017  
4:00 PM - 6:30 PM, Bangs Center, Room 101

Present: Chris Riddle, Chair: Jacqueline Maidana, Co-chair; Michael Greenebaum, Clerk; Maurianne Adams, Adrienne Terrizzi

Absent: John Hornik, Amber KaCey, Hind Mari, Janet McGowan

TMCC Members: Peggy Roberts, Barbara Ford, Alan Powell

Guests:

Agenda:

1. Approve February 16, 2017 Minutes
2. Announcements
3. Continue Preparation for the March 18 'Meet the Candidates' precinct meetings.
4. Discuss re-instating the TMCC email system, with improvements
5. Continue discussion of proposals:
  - a. The Community Impact Committee
  - b. Close the Warrant 60-75 days before TM
  - c. Frequency of Town Meeting
  - d. Written Pros & Cons
  - e. Timelines and Deadlines
  - f. Size of Town Meeting
6. Continue discussion of a joint TMCC/SPP meeting with Town Manager and the Select Board, particularly RE: 5b., 5c. 5d. & 5e, above.
7. Items not anticipated 48 hours before the meeting
8. Public comment

Meeting was called to order at 4:07. Minutes of February 16 2017 were approved.

Announcements

Chris Riddle, Pat Holland, Barbara Ford and Janet McGowan will meet with the Town Manager on March 1, 2017, to request funds in support of the March 18, 2017, "Meet Your Precinct Town Meeting Candidate" event. Riddle will draft a separate letter to the Town manager and Jim Wald, the Select Board liaison to TMCC, inviting discussion about closing the Warrant sixty days prior to Town Meeting, the frequency of Town Meeting, and having written Pros and Cons as part of Board and committee reports and recommendations to Town Meeting. The letter will be co-signed by Riddle and Roberts.

Terrizzi announced that rooms have been scheduled for SPP meetings every Thursday at 4 pm through March.

March 18 Meeting

Publicity Update - In addition to the responsibilities of TMCC and SPP members listed in last week's minutes, the following responsibilities were agreed to:

Terrizzi - Phyllis Lehrer's column, Town Meeting listserve, BID website, Butternut Farms  
McGowan - copies of flyers through schools and PGOs  
Ford - Chamber of Commerce (Terrizzi will send her digital copy), libraries, laundromats, Jewish Community of Amherst  
Maidana - Farmer's Market, VFW, American Legion, Clark House, Whalen Apartments  
Riddle - Town Hall, Unitarian Church,, Hope and AME Churches  
Mari will be asked to contact Russ Vernon-Jones about Coming Together as well as First Church.all TMCC and SPP members are urged to have copies of the flyer to leave at shops and other places they frequent.  
Postcards to Town Meeting candidates were addressed, thanks to Powell, and ready to be stamped during the meeting (which they were). Members were reminded to travel with flyers and push pins.

#### The Event

Attached to these minutes, but not a part of them, is a checklist created by the Clerk to summarize and clarify our discussion about responsibilities at the day of the event. Since Terrizzi has done so much of the work but will not be present for the event it seems especially important that everyone involved understands their responsibilities and their relationships on the day of the event. This checklist is open to correction and change on March 2.

There will be a need for moderators, hosts and greeters to meet together beforehand to clarify timings and responsibilities. March 9 was suggested as the date of this meeting.

Adams, KaCey and Mari will be greeters.

Ford, Greenebaum, Powell, Riddle and Roberts will be hosts.

Coffee will not be offered.

The attached checklist will be reviewed at the March 2, 2017, meeting. Precinct lists will not be used; instead a large map indicating precincts will be available in the auditorium lobby. Riddle will create this map.

#### The E-Mail System

The e-mail system allowing voters to contact their precinct members was taken down after the January 30 Town Meeting due to unforeseen uses of the system by people wishing to contact all town meeting members, not just their precinct members. The intent is to get the system up and running in time for Annual Town Meeting. Riddle and Powell will meet with the town IT Director and Town Manager to discuss ways of addressing this, including issuing town meeting members with "[amherst.gov](mailto:amherst.gov)" addresses, blocking "reply all", prohibiting global sending and limiting the amount of work all this might impose on town workers.

The net meeting will be on Thursday, March 2, 2017 at 4 p.m. The agenda will focus on finalizing plans for March 18 and planning the meeting of moderators, hosts and greeters on March 9.

The meeting was adjourned at 6:00 pm

Michael Greenebaum, Clerk

MEET YOUR PRECINCT TOWN MEETING CANDIDATES

March 16, 2017, 9 am - 2 pm  
Checklist for Greeters, Hosts and Moderators

9 a.m.

- \_\_\_\_ Signs put up directing public to lobby and identifying rooms (Note: the public will no doubt be entering all doors, so signs should be put up with arrows directing them to auditorium lobby.)
- \_\_\_\_ Precinct Map displayed on wall of auditorium lobby
- \_\_\_\_ Two waste baskets placed by threw name-tag table
- \_\_\_\_ Tour of all spaces taken by all greeters and hosts

9:30 a.m.

- \_\_\_\_ one greeter in the center of auditorium lobby, one each at the far end of the hallways adjacent to the auditorium.
- \_\_\_\_ center greeter invites candidates and moderators to fill out name tags and proceed to the proper room with the assistance of hallway greeters.
- \_\_\_\_ hosts get index cards from the front lobby and proceed to their assigned rooms to inspect and, if necessary, rearrange the furniture. (Arrangements should allow candidates to be facing the audience.)
- \_\_\_\_ as public enters each room host will invite them to ask a question by writing it on an index card.

10:00 a.m, (or as soon as possible thereafter)

- \_\_\_\_ host welcomes everyone, reminds people about taking care of room and trash, collects and index cards and introduces the moderator.
- \_\_\_\_ moderator invites statements from the candidates, reminding them of time limit and how it will be enforced.
- \_\_\_\_ during candidate statements, host will review index cards and select representative questions to give to the moderator.
- \_\_\_\_ greeters will continue to welcome and direct latecomers to their precinct meetings
- \_\_\_\_ once introduced, the moderator is in charge of the meeting and decides matters of timing and procedure.

11:30

- \_\_\_\_ Shortly before 11:30, greeters change the signs on the doors to reflect the afternoon precincts
- \_\_\_\_ moderator concludes the meeting with thanks to the candidates.
- \_\_\_\_ host thanks the moderator, reminds everyone to police the area, and requests that they leave the room and the auditorium area as quickly as possible so that the space can be available for the afternoon sessions.
- \_\_\_\_ greeters and hosts follow 9:30 protocol.

12:00

- \_\_\_\_ greeters, hosts, and moderators follow 10:am protocol.

1:30

\_\_\_\_ moderator concludes the meeting with thanks to the candidates.

\_\_\_\_ host thanks the moderator, reminds everyone to police the area, and, as much as possible restores room to its original configuration.

\_\_\_\_ signs are taken down Drinks all around.